



American Embassy, Manama ✧ Human Resources Office

JOB VACANCY ANNOUNCEMENT COMMUNITY LIAISON OFFICE ASSISTANT

Announcement Number: 10-07

OPEN TO: U.S. Citizen Eligible Family Members (USEFMs)

POSITION: **COMMUNITY LIAISON OFFICE ASSISTANT** (Position Number 97015059)
This is a sensitive position requiring a Top Secret security clearance

OPENING DATE: Thursday, May 27, 2010

CLOSING DATE: Thursday, June 10, 2010 **-or-** until filled

WORK HOURS: Part-Time; 20 hours/week schedule

SALARY: Position grade **FP-8** (\$ 16.05/hour) or **FP-7** (\$ 17.96/hour)
All FP position grades are determined by HR in Washington DC

The American Embassy in Manama is seeking candidates for employment as the Community Liaison Office (CLO) Assistant reporting to the CLO Coordinator. The CLO Assistant must be able to obtain a top secret clearance.

Note: Only U.S. citizen Eligible Family Members as defined by 3 FAM 8200 of US Government employees assigned to post under Chief of Mission authority are eligible for consideration. An USEFM* does not have to be residing in country to be considered.

BASIC FUNCTION OF THE POSITION

The CLO Assistant is responsible for supporting the CLO Coordinator in eight areas of responsibility: employment liaison, crisis management and security liaison, education liaison, information and resource management, guidance and referral, welcoming and orientation, community liaison, and events planning. The Assistant will:

- Answer phones, greet and assist visitors, take messages and assist callers when the CLO is out of the office.
- Maintain correspondence files of information provided to incoming personnel; answer newcomer questions.
- Prepare or assist in preparation of welcome packets and orientation materials.
- Prepare handbooks for newcomers and provide them to the sponsors before they arrive.
- Provide CLO welcome briefings and embassy tours as needed.
- Assist CLO Coordinator in preparing and updating reports and information on schools, daycare, local organizations, services, etc. This will require drafting letters, making phone calls and doing internet research.
- Manage the office filing system and resource files, regularly updating and streamlining resource files by discarding and replacing outdated materials.
- Prepare or assist in the production and issuance of the embassy newsletter, *The Falcon*.
- Assist in or take lead in planning events as needed.
- Assist in developing and maintaining information for the CLO web site.
- Help maintain the CLO resource library, updating the book list and checking to ensure that the books and catalogs are in the correct physical location.
- Other duties as assigned by CLO Coordinator.

A copy of the complete position description listing all duties and responsibilities is available from the Embassy's Human Resources Office, extension x2937.

QUALIFICATIONS REQUIRED

Note: Items 1-5 are ALL REQUIRED. All applicants must address each selection criterion detailed with specific and comprehensive information supporting each item.

- 1. Education:** Completion of secondary school (high school) is required.
- 2. Experience:** At least two years in an area involving problem solving for a diverse, complex customer or client population, including advocacy on behalf of others, effectively working with officials at all levels of an organization; as well as interpreting, adapting and applying regulatory or procedural materials are required.
- 3. Language:** Level 4 (fluent) speaking/reading English, including ability to clearly write and edit materials is required.
- 4. Knowledge:** Excellent understanding of Embassy organizational structure, sections and functions is required. Familiarity with Embassy or Consulate management and practices is required. Knowledge of pertinent DOS regulations, programs, and policies is required. Familiarity and expertise using a variety of Microsoft computer software and to operate general office equipment is required.
- 5. Abilities & Skills:**
 - Ability to clearly write and edit materials is required.
 - Ability to type and comfortably use word processing equipment is required.
 - Ability to coordinate with other elements of the Mission to ensure program success is required.
 - The ability to work in a high stress, high volume productivity environment is required.
 - Ability to work independently, to prioritize and organize tasks, along with interpersonal skills to develop cooperative working relationships to accomplish workload is required. Flexibility, dependability and attention to detail are imperative and required.
 - Ability to develop and maintain effective contacts in local business, educational, and service communities is required.
 - Ability to listen and respond to quality of life concerns in a professional and sensitive manner.

SELECTION PROCESS

When fully qualified, U.S. citizen Eligible Family Members (USEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate addresses the required qualifications above in the application. A USEFM does not have to be residing in Bahrain to be considered, but the sponsoring officer must be officially assigned to post.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of “needs improvement” or “unsatisfactory” on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed U.S. citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Current “not ordinarily resident employees” hired under a Personal Services Agreement are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.
6. The candidate must be able to obtain and hold a Top Secret security clearance.

TO APPLY

Interested applicants for this position must submit the following or the application will not be considered:

1. Optional Application for Federal Employment (OF-612); **or**
2. A current resume or *curriculum vitae* that provides the same information as an OF-612; **plus**
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application;
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above;
5. List any family members who are currently employed at the Embassy. Any omission in this area, either intentional or accidental, may be grounds for dismissal.

SUBMIT APPLICATION TO

Human Resources Office

Attention: Vacancy Announcement # 10-07

U.S. Embassy Manama-Bahrain/P.O. Box 26431/Bahrain

Telephone: 17-242-700 /Fax: 17-242-807

E-mail: ManamaHRO@state.gov

*** DEFINITIONS**

U.S. Citizen Eligible Family Member (USEFM): For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- U.S. Citizen; and,
- Spouse or domestic partner (as defined in 3 FAM 1610) of the sponsoring employee, or a child of the sponsoring employee who is an unmarried child at least 18 years old; and
- Listed on the travel orders or approved Form OF-126, Foreign Service Residence and Dependency Report, of a sponsoring employee, i.e., of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan, and either: (1) resides at the sponsoring employee's or uniformed service member's post of assignment abroad; or (2) resides at an Involuntary Separate Maintenance Allowance location authorized under 3 FAM 3232.2.

Eligible Family Member (EFM): An individual related to a U.S. Government employee in one of the following ways:

- Spouse or same-sex domestic partner as defined in 3 FAM 1610;
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse/ domestic partner when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;
- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse/ domestic partner, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse/ domestic partner, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

Member of Household (MOH): An individual who accompanies a sponsoring employee, i.e., a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed abroad at a U.S. Foreign Service post/ mission, or at an office of the American Institute in Taiwan, and who is under chief of mission authority. An MOH is:

- Not an EFM; and,
- Not on the travel orders of the sponsoring employee; and,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.
- A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of eligible family member. A MOH does not have to be a U.S. Citizen.

CLOSING DATE FOR THIS POSITION IS THURSDAY, JUNE 10, 2010 (or until filled)

The American Embassy in Manama, Bahrain provides equal opportunity and fair and equitable treatment in employment to all people without regards to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal opportunity in all personnel operations through continuing diversity enhancement programs.

Approved: AFMO/MGT: GNavadel; Cleared: HRO: JDavies, CLO: JRoche